

HIV/AIDS COMMUNITY INFORMATION OUTREACH PROJECT 2015

STATEMENT OF WORK

A. BACKGROUND INFORMATION

The National Library of Medicine (NLM) and the National Institutes of Health (NIH) recognize that it is critical to establish relationships and engage the community in an effort to enhance understanding of unmet information needs of specific populations who are disproportionately infected and affected by HIV/AIDS. In 1993, NLM and the NIH Office of AIDS Research (OAR) cosponsored a conference that brought together users of NIH information resources including health care providers, scientists, information specialists, journalists, and members of the community affected by HIV/AIDS with the purpose of reviewing the various HIV/AIDS information services available, assessing current efforts with respect to needs, and identifying unmet needs. Findings suggested that community organizations were at a disadvantage compared to not for profit organizations such as academic institutions, as they lacked the knowledge, skills, and technical means to access and provide the latest authoritative prevention, treatment and research information electronically over the Internet.

As a result of the recommendations made during the conference, the NLM issued the first Request for Quotations (RFQ) for AIDS Community Information Outreach projects in May of 1994 with a purpose to improve the capacity of community organizations in an effort to eliminate the disparity of accessing HIV/AIDS related information at the local level. ACIO funding supports activities such as but not limited to: the acquisition of Internet access, software, computers and other mobile devices; training in the use of advanced technology as a means to access reliable and authoritative HIV/AIDS information from databases available from NLM and other reputable sources; and adapting these resources as educational tools that meet the cultural and linguistic preferences of the intended audience.

In order to validate the impact and continued relevance of the ACIOP after 20 years of funding more than 400 projects, NLM conducted a formal evaluation in 2012. Previously funded awardees were invited to a workshop where it was determined that the program goals from projects were being met, but greater emphasis and support should be given to building awardee's capacity in the area of program evaluation. NLM has continued to issue this solicitation into the year 2015. The ACIO program now offers project evaluation consultation and resources such as the ACIO Blog and capacity building webinars.

Report of a Conference Co-sponsored by the National Library of Medicine and the NIH Office of AIDS Research, 1993

<http://aids.nlm.nih.gov/nihrpt.pdf>

Previously Funded AIDS Community Information Outreach Projects:

http://sis.nlm.nih.gov/outreach/aids_cio_projects.html

AIDS Community Information Outreach Program (ACIOP) BLOG:

<https://aciopblog.wordpress.com>

Dancy et al., Empowering patients and community online: Evaluation of the AIDS Community Information Outreach Program, *Information Services and Use*, 34,1-2, 109-148, 2014.

Nicole Dancy-Scott , Gale A. Dutcher , Alla Keselman & Elliot R. Siegel (2014) NLM Workshop Marks 20 Years of Community Outreach and Capacity Building in HIV/AIDS, *Journal of Consumer Health on the Internet*, 18:4, 357-366, DOI: 10.1080/15398285.2014.952999.

B. PURPOSE AND OBJECTIVES

The purpose of the HIV/AIDS Community Information Outreach Program is to design projects for improving HIV/AIDS information access for patients and the affected community as well as their caregivers and the general public. Emphasis is on increasing the awareness and utilization of NLM online health and medical resources in the HIV/AIDS Community through the use of innovative and evidence-based projects which may include but are not limited to: developing training curricula and conducting training programs (web-based or in-person) focusing on NLM HIV/AIDS online and mobile information resources; creating mobile Apps that use content from or direct users to NLM HIV/AIDS online information resources; promotion through outreach efforts highlighting NLM HIV/AIDS online information resources either in-person, through text messaging or social media channels.

Patients and the affected community need access to the most up-to-date and accurate health information to effectively manage and make informed decisions about their health. Health care providers and health educators also need access to the most current information to provide the highest quality of care. NLM is committed to assisting organizations in accessing the spectrum of information resources and services that are currently available. The NLM is particularly interested in proposals with creative and different approaches to disseminate information to populations that have a disproportionate prevalence of HIV/AIDS infections in the United States. These populations include but are not limited to men who have sex with men (MSM), African Americans and Hispanic/Latinos.

NLM HIV/AIDS INFORMATION RESOURCES

The treatment and management of HIV/AIDS continues to evolve with new scientific breakthroughs, treatment discoveries, and management challenges. People living with AIDS and those who care for them need the latest information on HIV/AIDS screening, testing, prevention, treatment and research. The National Library of Medicine® (NLM), National Institutes of Health (NIH), has a wealth of health information resources freely available on the Internet. The following resources provide accurate and up-to-date information regarding the management of HIV and AIDS, including clinical trials, HIV/AIDS drugs, treatment guidelines, complimentary and medical literature.

NLM HIV/AIDS Portal - A comprehensive HIV/AIDS information service that provides access to high quality, accurate, and timely information for patients and their caregivers, health professionals, educators, as well as community-based organizations.
<http://aids.nlm.nih.gov>

AIDSinfo®—a service that offers health care professionals and consumers access to the latest, federally approved HIV/AIDS medical practice guidelines, clinical trials, and other research information. *infoSIDA* is the Spanish-language counterpart to AIDSinfo.

<http://aidsinfo.nih.gov>

ClinicalTrials.gov—regularly updated information about federally and privately supported clinical research for a wide range of diseases and conditions, including locations and phone numbers for more details.

<http://ClinicalTrials.gov>

MedlinePlus®—a consumer health information resource, that includes full-text documents on medical topics, information on drugs, a medical encyclopedia, medical dictionaries, and directories of libraries, hospitals, and health care professionals.

<http://Medlineplus.gov>

C. **PROJECT ACTIVITIES**

Projects must involve two or more of the following information access categories:

1. **Information Retrieval:** Implement access to state-of-the-art AIDS-related information tools via the Internet and/or mobile technologies as well as provide or improve access to NLM HIV/AIDS Information Resources and/or other AIDS-related information resources by the organization for their clients and/or an intended audience they serve. *This may require the purchase of hardware (computer equipment), software, or contractual relationships necessary to obtain a connection to the Internet for the purpose of accessing AIDS-related information or sharing AIDS-related information.*
2. **Skills Development:** Design and conduct training to develop skills in accessing or using HIV/AIDS-related information including the use of the NLM HIV/AIDS web and/or mobile resources as well as general AIDS information resources in order to improve services and benefit the community. *This may include training for the staff of the agency, development of training programs for clients and patrons, training programs for other agencies, etc.*
3. **Resource Development and Dissemination:** Develop, design and disseminate quality and accurate health educational or informational materials using NLM HIV/AIDS information resources. Resources developed may include but not limited to: web-based videos and educational modules, social media outreach, text messages or email messaging or Short Messaging Service, culturally and/or language specific fact sheets, mobile apps, user guides or other products tailored to intended audiences to meet the needs of an organization's clients or communities.
4. **Equipment Acquisition:** Purchase hardware (computer equipment), software, or contractual relationships necessary to obtain a connection to the Internet for the purpose of accessing AIDS-related information or sharing AIDS-related

information in an effort to improve access to electronic AIDS and other health-related information resources.

NLM is particularly interested in involving the affected community in the development of new programs. Emphasis will be placed upon small businesses and the following types of organizations or arrangements for developing these programs:

1. Community-based organizations (CBO) or patient advocacy groups currently providing AIDS-related services to the affected community. This encompasses both individual groups wishing to enhance their own services, as well as several cooperating for the purpose of this project;
2. Public Libraries wishing to serve their communities in the provision of AIDS-related information and resources;
3. Health departments or other local, municipal, or state agencies working to improve the public health in the area of HIV/AIDS-related services;
4. Faith-based organizations currently providing AIDS-related services to the affected community; and/or
5. Multi-type consortia of the above listed organizations that may be in existence or formed specifically for this project. At least one of the organizations managing the project must be a community-based organization, library or department of public health. Other types of agencies, such as health sciences libraries, may be included as they may provide expertise and resources for the project. Where necessary, formation of consortia for the purpose of carrying out an NLM-supported project is strongly encouraged.

D. AWARDS

NLM offers contract awards with a not to exceed maximum value of \$50,000. A full, detailed quotation (proposal) must be submitted. The award may be for a new project or the continuation or expansion of a project previously funded by NLM.

The proposals will be technically evaluated by a review panel. NLM anticipates making multiple awards depending upon the number and quality of proposals received.

E. PERIOD OF PERFORMANCE

The period of performance shall be for twelve (12) months from the date the project begins. Awards are anticipated to be made on or around September of 2015.

F. REPORTING REQUIREMENTS

During the course of the project, the contractor shall prepare and submit the following reports:

1. Quarterly Reports: Quarterly reports are a summary of contract activities during the four quarters of the contract year (October-December, January-March, April-June,

and July-September). The quarterly reports are due on January 15th, April 15th, July 15th, and October 17th. Reports will be submitted through an online reporting system.

2. Final Report (submitted online): The final report is a summative document highlighting the culmination of the AIDS Community Information Outreach project activities and accomplishments throughout the funding period. Awardees may use information from quarterly reports to complete the final report. The final report shall be submitted no later than November 1, 2016. The Final Report will be submitted through an online reporting system. One copy must be mailed to the NLM Contracting Officer.

G. MANDATORY CRITERIA

Listed below are mandatory qualification criteria that establish conditions that must be met in order for the proposal to be considered:

1. The project must specifically target AIDS-related health information needs of the affected community, their caregivers, the general public, or the intended audience including, but not limited to allied health professionals, social workers, or case managers. At least one of the organizations managing the project must be a community-based organization, library or department of public health.
2. The proposal must address how the project will increase the awareness and utilization of the National Library of Medicine online medical resources in the HIV/AIDS Community. All proposals must include evaluation measures for each information access category (Referenced in Section C of Statement of Work) of activities selected for the project. Refer to the “Resources” section on the ACIOP Blog (<http://aciopblog.wordpress.com/resources>) for access to evaluation resources for health information outreach programs such as sample evaluation plans and assessment tools for each information access category.
3. The project must be conducted within the United States and its territories . In accordance with NIH Guide for Grants and Contracts, the description of the United States is as follows:

“The 50 States, territories, and possession of the United States, the Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, and the District of Columbia.”
4. Project cannot include needle exchange and/or condom distribution activities.
5. Project budget shall not exceed \$50,000.00.

6. Every proposal must include the Award Cover Sheet (Attachment 4) as the cover of the entire proposal. All Attachments included in the solicitation must be completed and submitted with the proposal.

H. EVALUATION

NLM anticipates performing a formal evaluation of the effectiveness of this procurement. All contractors are required to participate fully in this evaluation. The evaluation may take one or more of the following forms: a site visit by an NLM representative, written or verbal responses to NLM evaluation consultant and/or Contracting Officer Representative (COR) regarding evaluation plans, a symposium held at NLM or other sites which will require presentations and discussions by the project directors, and others to be determined later. Symposium planning and travel expenses should not be included in the contractor's budget. NLM COR will confirm necessary arrangements with Awardees as needed.

I. DELIVERABLES

1. Upon award of the contract, one or more staff associated with a project must participate in the AIDS Community Information Outreach Program by:
 - a. Participating in the ACIOP Post Award Orientation Webinar/Teleconference;
 - b. Participating in the "HIV/AIDS Information Resources from the NLM" online training (webinar); and
 - c. Contribute content to the ACIOP Blog (<http://aciopblog.wordpress.com>)
2. During the contract period and after the performance period, the contractor shall deliver the following applicable items to the Contracting Officer or the duly authorized representative in accordance with the delivery schedule set forth upon award of the contract:
 - a. Materials developed as a result of the project
 - b. Demonstration and copy of any software or mobile applications (apps) or online/mobile game developed to improve access to HIV/AIDS-related information
 - c. Publicity received by the project in any media such as newspapers, local television news, newsletters, etc.
 - d. Pictures or photographs of project activities or personnel involved in the project along with releases permitting NLM to use these pictures in reports, on the web or in other NLM materials.
 - e. NLM Baseline Survey and Evaluation which may be in the form of submitting survey questions, participating in an interview, etc.
 - f. Quarterly Reports (*Four reports submitted online through reporting system*)
 - g. Final Report
3. Reports

Copies of the above items shall be addressed and delivered to the following individuals in the quantities specified below:

REPORT	SUBMISSION	ADDRESSEE	Due Date in 2016
Quarterly Reports	Online	Contracting Officer Representative (COR) will provide a link to the reporting system at time of award.	January 15 th , April 15 th July 15 th October 17 th
Final Report	Online	Contracting Officer Representative (COR) will provide a link to the reporting system at time of award.	November 1, 2016
Final Report	1 Copy Mailed	Contracting Officer (Address will be provided at the time of award)	November 1, 2016

J. GOVERNMENT PROPERTY

- If an offeror is requesting that government property be provided, that request must be included in the business proposal. If a contractor requires government property, then a written request must be signed by an official that can bind the organization and submitted to the contracting officer. All requests for government property must provide a written justification including:
 - A statement explaining why the property is essential to contract performance and whether the property will be used exclusively for the contract. If the equipment is not to be used exclusively for the contract, e.g., shared equipment, provide written information on allocation of shared use.
 - A description of other alternatives (e.g., purchase or lease) pursued and why they are not viable options.
 - A statement explaining why the required property will not be provided by the contractor.
 - Price quotes from at least three vendors or a sole source justification.
 - Documentation of whether there are funds in the contract to cover the purchase.
- Comply with terms and conditions of the government property clause included the contract and all other terms and conditions of the contract regarding government property.
- Include all government property under the contract on your property inventory report.

K. Section 508 Compliance

Pursuant to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended

by P.L.105-220 under Title IV (Rehabilitation Act Amendments of 1998) all Electronic and Information Technology (EIT) developed, procured, maintained and/or used under this contract shall be in compliance with the “Electronic and Information Technology Accessibility Standards” set forth by the Architectural and Transportation Barriers Compliance Board (also referred to as the “Access Board”) in 36 CFR Part 1194. The complete text of Section 508 Final Standards can be accessed at <http://www.access-board.gov/>